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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Storage
Ordering

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 39.3

Shipment of Commodities Sold to Commercial Channels

I General

- A. Sales to commercial channels will generally be at FOB point of location. However, in some instances commodities may be sold FOB delivery point, that is as a delivered sale.
- B. Responsibility for initiating transfer of title action, and shipment of commodities when shipment is necessary, is placed in the Shipping and Storage Branch.
- C. Transfer of title action and shipment of commodities shall be based on the sales abstract prepared by the Contract and Adjustment Division, Sales Branch.
- D. Some sales transactions will necessitate shipping and transfer of title action to be taken by one Regional Shipping and Storage office, and the handling of payment by a Regional Finance Division covering another region. Therefore close adherence to information on sales abstracts will be necessary.
- E. On Sales to Commercial Channels, the Notice to Deliver, Form FDA-742, or FDA-194 must show the Sales Branch abstract symbol and number.
 - 1. The abstract symbol and number should be placed in the "Remarks" space immediately after the word "Remarks" on the N/D.
 - 2. The abstract symbol and number will be found in the upper right hand corner of the Order Ticket.

II Types of Sales Transactions and Sales Abstract Notations

- A. FOB present location (in store sales) on which collection is to be accomplished by means of Sight Draft.
- B. Delivered Sale when collection is to be accomplished by means of Sight Draft.
- C. When payment is made by certified or cashier's check, prior to release of commodity.
- D. Sales on which collection is to be accomplished by Commercial order Bill of Lading.

III Preparation and Distribution of Documents

A. Commodity Unit, Storage Division, Washington upon receipt of sales abstracts from Sales Branch will:

1. Prepare order tickets.
2. Transmit order tickets to Shipping Division for the issuance of transfer of title or shipping instructions to the appropriate Shipping and Storage Branch Regional Office.

B. Shipping and Storage Branch billing offices covering the territory in which the commodity is located shall prepare the Notice to Deliver, Form FDA-194 (or FDA-472) and Government Bills of Lading when B/L's are needed. Distribution of N/D's shall be as follows:

1. FOB present location (in store sales) in which collection is by Sight Draft.

1st (original) (white) copy to Finance Division in region of buyer's bank.

NOTE: Sales Abstract Notation to Shipping and Storage will be as follows: - "Original Notice to Deliver, with all required documents attached,, to be transmitted by fastest method to Regional Finance Office at (insert name of Regional Finance Office covering region in which buyers' bank is located)."

- a. Finance Division will send the original N/D together with the sight draft to the buyers' bank.
- b. The Bank will release the N/D to the buyer after the draft has been honored.
- c. The Buyer will surrender the N/D to the warehouseman to effect delivery.
- d. The Warehouseman will attach the N/D to his claim voucher to be sent to the Finance Division.

2nd (white) copy to warehouseman for his files, with notation, "Do not deliver on this copy. Original to be surrendered by buyer for delivery."

3rd (pink) copy to Regional Finance Division in which warehouse is located.

4th (blue) copy to Billing Office.

5th (yellow) copy to Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

2. Delivered Sale - Shipment to be accomplished by Government B/L. Collection by Sight Draft.

1st copy (original) (white) to warehouse.

2nd (white) copy to Finance Division in region of buyers' bank with address of Shipping and Storage Destination office noted thereon.

- a. Finance Division will send this copy of N/D together with the sight draft to the buyers' bank.
- b. The Bank will release the N/D to the Shipping and Storage Destination office after the draft has been honored.
- c. The Destination Office will:
 - (1) Notify the buyer that the commodity is available.
 - (2) Send the N/D to warehouseman for his files.
 - (3) Prepare a Reconsignment Order, FDA-300, consigning shipment to buyer. This is to be cross referenced with the original Bill of Lading which will have been received in the meantime.

3rd, 4th, 5th copies to be distributed as indicated under paragraph III-B-1.

3. When payment is made by certified check: -FOF present location.

1st (original) (white) copy to buyer only after Shipping and Storage has been notified by the Finance Division that payment has been received.

- a. Buyer will surrender to warehouseman on delivery of commodity.
- b. Warehouseman will attach to claim voucher.

2nd (white) copy to be sent to warehouseman at same time original is sent to buyer and to bear notation:

"Do not deliver on this copy. Original to be surrendered by buyer for delivery."

3rd, 4th, and 5th copies to be distributed as indicated under paragraph III-B-1.

4. Sales on which collection is to be accomplished by Commercial-order Bill of Lading.

1st (original) (white) copy to warehouse with notation on all copies:

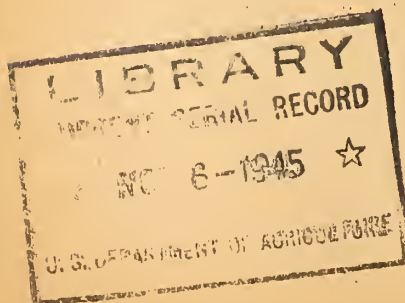
"Commercial Cash Sale; shipment to be accomplished by Commercial Bill of Lading."

2nd (white) copy to warehouse.

3rd, 4th, 5th, copies to be distributed as indicated under paragraph III-B-1.

IV Sales Collections

- A. The Finance Division in Washington and in the Regional Finance Offices are responsible for the collection of all checks and for preparing sight drafts covering the sales of commodities.



H. Brown
Chief, Shipping and Storage Branch

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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D.C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 39.3 REVISION NO. 1

Shipment of Commodities Sold to Commercial Channels

I General

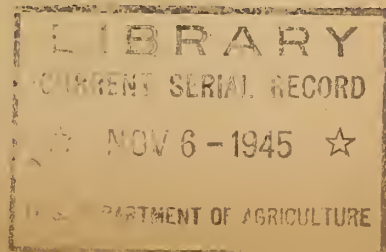
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- B. Responsibility for initiating transfer of title action, and shipment of commodities when shipment is necessary, is placed in the Shipping and Storage Branch.
- C. Transfer of title action and shipment of commodities shall be based on the sales abstract prepared by the Contract and Adjustment Division, Sales Branch.
- D. Some sales transactions will necessitate shipping and transfer of title action to be taken by one Regional Shipping and Storage office, and the handling of payment by a Regional Finance Division covering another region. Therefore close adherence to information on sales abstracts will be necessary.

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- C. When payment is made by certified or cashier's check, prior to release of commodity.
- D. Sales on which collection is to be accomplished by Commercial order Bill of Lading.

III Preparation and Distribution of Documents

- A. Commodity Unit, Storage Division, Washington upon receipt of sales abstracts from Sales Branch.



1. Prepare order tickets.
 2. Transmit order tickets to Shipping Division for the issuance of transfer of title or shipping instructions to the appropriate Shipping and Storage Branch Regional Office.
- B. Shipping and Storage Branch billing offices shall prepare the Notice to Deliver, Form FDL-194 (or FDL-472) and Government Bills of Lading when B/L's are needed. Distribution of N/D's shall be as follows:

1. FOB present location (in store sales) in which collection is by Sight Draft.

1st (original) (white) copy to Finance Division in region of buyer's bank.

NOTE: Sales Abstract Notation to Shipping and Storage will be as follows: - "Original Notice to Deliver, with all required documents attached, to be transmitted by fastest method to Regional Finance Office at (insert name of Regional Finance Office covering region in which buyers' bank is located)."

- a. Finance Division will send the original N/D together with the sight draft to the buyers' bank.
- b. The Bank will release the N/D to the buyer after the draft has been honored.
- c. The Buyer will surrender the N/D to the warehouseman to effect delivery.
- d. The Warehouseman will attach the N/D to his claim voucher to be sent to the Finance Division.

2nd. (white) copy to warehouseman for his files, with notation, "Do not deliver on this copy. Original to be surrendered by buyer for delivery!"

3rd (pink) copy to Regional Finance Division in which warehouse is located.

4th (blue) copy to Billing Office.

5th (yellow) copy to Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

2. Delivered Sale - Shipment to be accomplished by Government B/L. Collection by Sight Draft.

1st copy (original) (white) copy to warehouse.

2nd (white) copy to Finance Division in region of buyers' bank with address of Shipping and Storage Destination office noted thereon.

- a. Finance Division will send this copy of N/D together with the sight draft to the buyers' bank.
- b. The Bank will release the N/D to the Shipping and Storage Destination office after the draft has been honored.
- c. The Destination Office will:
 - (1) Notify the buyer that the commodity is available
 - (2) Send the N/D to warehouseman for his files.
 - (3) Prepare a Reconsignment Order, FDM-300, consigning shipment to buyer. This is to be cross referenced with the original Bill of Lading which will have been received in the meantime.

3rd, 4th, 5th copies to be distributed as indicated under paragraph (1).

3. When payment is made by certified check: -FOB present location.

1st (original) (white) copy to buyer only after Shipping and Storage has been notified by the Finance Division that payment has been received.

- a. Buyer will surrender to warehouseman on delivery of commodity.
- b. Warehouseman will attach to claim voucher.

2nd (white) copy to be sent to warehouseman at same time original is sent to buyer and to bear notation:

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3rd, 4th, and 5th copies to be distributed as indicated under paragraph (1).

4. Sales on which collection is to be accomplished by Commercial-order Bill of Lading.

1st (original) (white) copy to warehouse with notation on all copies:

"Commercial Cash Sale; shipment to be accomplished by Commercial Bill of Lading."

2nd (white) copy to warehouse.

3rd, 4th, 5th, copies to be distributed as indicated under paragraph (1).

IV Sales Collections

- A. The Finance Division in Washington and in the Regional Finance Offices are responsible for the collection of all checks and for preparing sight drafts covering the sales of commodities.

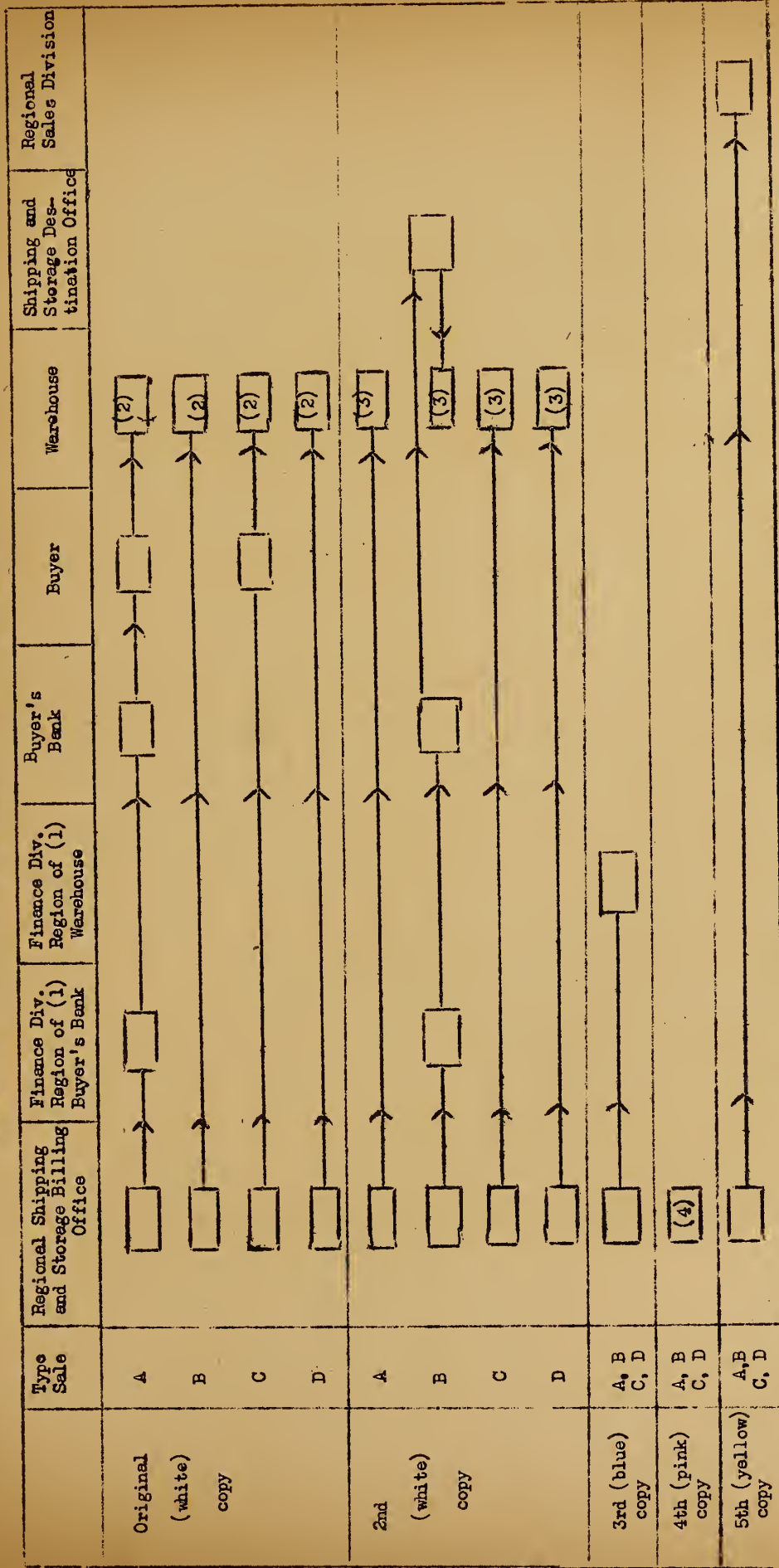


Chief, Shipping and Storage Branch

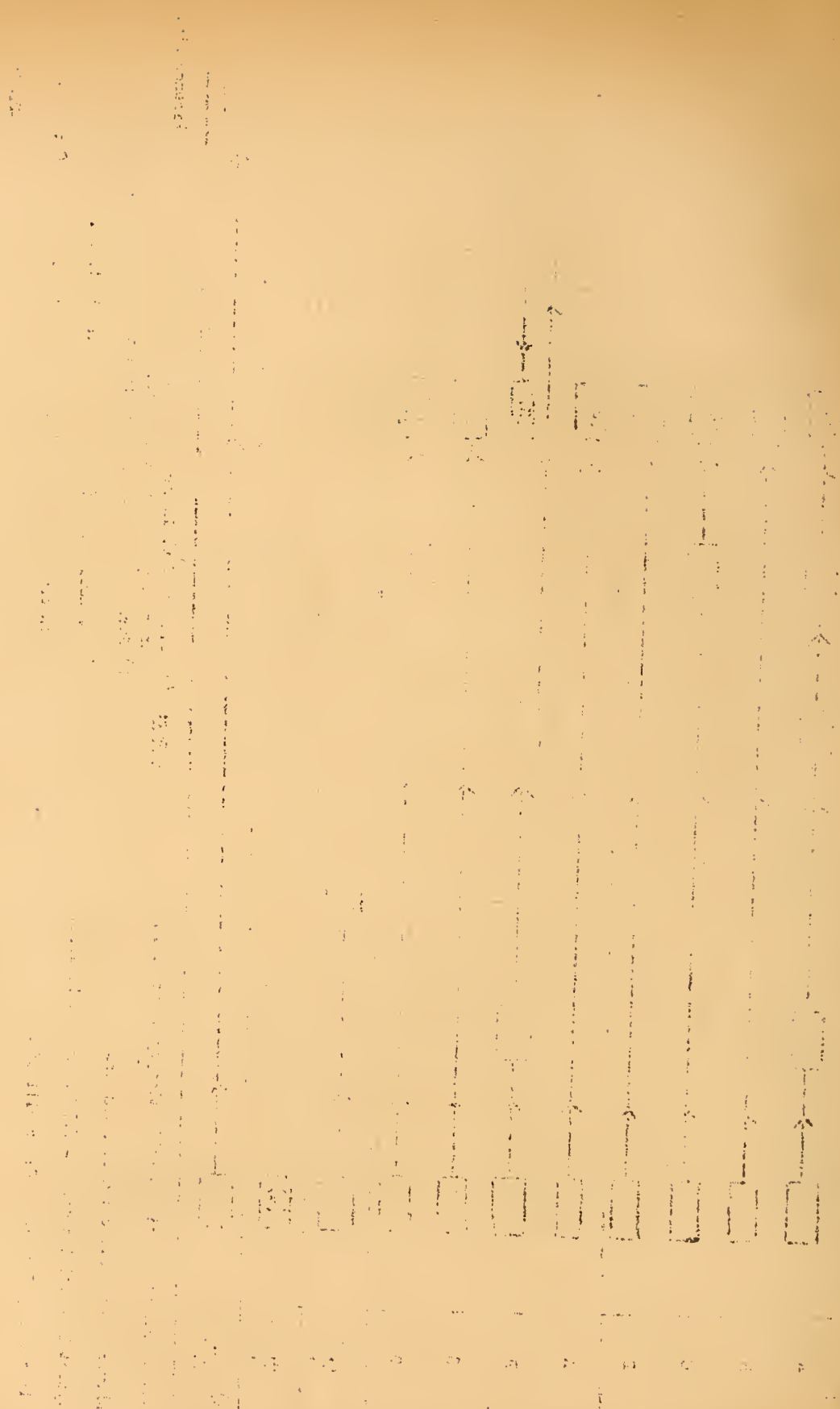
Distribution code "A"

May 15, 1945

FLOW CHART FOR DISTRIBUTION OF NOTICE TO DELIVER ON COMMERCIAL SALES



- Key: A - F.O.B. present location - collection by sight draft
 B - Delivered sale-collection by sight draft
 C - Payment by certified check - F.O.B. present location
 D - Collection by Commercial Order Bill of Lading
- Notes: (1) Finance Div. in region of buyer's bank may be same as Finance Div. in region covering warehouse.
 (2) Warehouseman attaches original to claim voucher.
 (3) Warehouseman retains 2nd copy for his files.
 (4) 4th copy retained by Shipping and Storage Billing Office.



Office of the Secretary of the
Department of the Interior
Washington, D.C.